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**121 Meeting Record**

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| **STRICTLY PRIVATE & CONFIDENTIAL** | |
| Name: |  |
| Date: |  |
| Date of 121: |  |
| Manager: |  |

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| **Discussion Points:** *(Discussions may include an update on progress against objectives, updates to objectives if there have been any relevant changes, update on development activities, discussion about current performance, planning for the future).* |
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| **Summary of Discussion (including any feedback shared)**: *(Note the key points from the discussion.* |
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| **Agreed actions and timescales:** *(Detail any key actions and set a date for a further meeting).* |
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This note should be securely retained by the manager and a copy provided to the member of staff if requested.